



ENCLOSURE 12 – CAX Course IMA Required Documents

DOCUMENTS Create one complete packet of all items listed to be turned in for review during the conduct of the course. Packets should be submitted during the course for completion review and immediately submitted to the 3747th MFTB-E Pay Section as soon as possible at the conclusion of all travel.

Department of the Defense Forms:

- DD Form 93 – Record of Emergency Data
- DD Form 214 – Certificate of Release or Discharge from Active Duty
- DD Form 1610 (TDY Orders) for soldiers on active duty tours. Ensure the following blocks are completed prior to you arriving:
 - Block 9 -- The command responsible for ATRRS school allocation.
 - Block 16 -- A statement of height and weight with the word “PASS” (if within standards) and the date of the last APFT score. A Body Fat Content Worksheet must be attached to the DD Form 1610 or attachment orders if the soldier requires taping.
 - Your DD Form 1610 (TDY Orders) should also include the following information; report in NLT 1300 on 3 December 2004; 17 days of duty; Government quarters and mess are available and directed, if deployed; there is no requirement for a rental-car; in-and-about mileage is authorized.
- DA Form 2058 – State of :Legal Residence Certificate

Department of the Army Forms

- DA Form 5960 – Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)
- DA Form 3053 – Declaration of Retiree Pay Benefits and Waivers
- DA Form 3349 (Profiles)
 - Must be signed by medical personnel and your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment.
 - Note that a medical profile issued by a civilian doctor not affiliated with the military medical establishment is NOT sufficient evidence of a valid profile.
- DA Form 705 (APFT), indicating that you passed an APFT within the past 6 months.
- DA Form 1059 (Academic Evaluation Report), verifying that you have completed of an Officers Advance Course.

Other Forms / Documents

- SGLV-8286 – Service Members’ Group Life Insurance Election and Certificate
- Standard Form 1199A – Direct Deposit Sign-up Form
- USARC Form 22-R – Adjustment Certificate Worksheet
- VA Form 21-8951 – Notice of Waiver of VA Compensation for Pension to Receive Military Pay and Allowances
- Orders to CAX Course at the Grafenwöhr Training Area with duty through the 3747th MFTB-E, OES BN
- Marriage License
- Birth Certificate for each child, along with any other support documentation for dependents (divorce decree, adoption papers, support decrees, etc.).
- Medical screening, if you are over 40 years old.
- Verification of Mortgage / monthly payment (Used for Payment of VHA)
- Verification of Utilities / monthly payment (Used for Payment of VHA)
- State Drivers; License
- Voided Check
- Travel Itinerary and air lie tickets
- All Travel / Lodging Receipts
- Automobile Registration in order to receive POL rations